



**MILITARY DIVISION, STATE OF IDAHO**

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BOISE, IDAHO 83705-5004

**C. L. "BUTCH" OTTER  
GOVERNOR**

**THE ADJUTANT GENERAL  
GARY L. SAYLER**

Expires February 2011

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February 2010

MEMORANDUM FOR All Members of the Idaho Military Division, Idaho National Guard,  
Bureau of Homeland Security

SUBJECT: Idaho Military Division, Equal Opportunity, Discrimination and Sexual Harassment  
Prevention Training Program - EODASH (IDNG-10)

1. As Commanding General of the Idaho National Guard, I am committed to an environment free from discrimination and sexual harassment. As the Idaho National Guard moves forward, we are reminded of the many challenges that we will be facing in order to accomplish our full-time and traditional missions. The prevention of discrimination and sexual harassment is one such challenge. Prevention requires awareness and understanding by directors, commanders, managers, supervisors and employees in order to ensure that our civilian and military working environment is free from any form of discrimination and sexual harassment.

2. To facilitate a discrimination-free workplace, I have established a Sexual Harassment Prevention Policy (IDNG-8), a Discrimination Processing regulation (HQ IDNG (ARNG) 690-600/HQ IDNGI (ANG) 36-1201), and this mandatory Equal Opportunity, Discrimination, and Sexual Harassment Prevention training program (IDNG-10). I am also establishing an Equal Employment Opportunity/Equal Opportunity Policy which will be disseminated in the very near future.

3. Commanders, directors, managers and supervisors are required to ensure that all full-time (permanent and temporary over 90 days) personnel –military technicians, state civilian employees, and Active Guard Reserve members – receive the following training:

a. **Equal Opportunity, Discrimination, and Sexual Harassment (EODASH)** - within 120 days from date of initial hire.

b. **Prevention of Sexual Harassment (POSH)** - every two years, after attending EODASH training.

c. **Prevention of Discrimination and Sexual Harassment** - annually during drill/AT

4. Commanders and Supervisors are responsible for ensuring the prescribed training is scheduled for their Idaho Military Division personnel. The State Equal Employment Manager (SEEM) is tasked with providing the required training. EODASH training consists of two sections: the discussion of laws, directives, and policies governing equal opportunity; and the prevention of discrimination and sexual harassment in the workplace. The training will consist of instructor led audio-visual presentations and facilitated group discussion and exercises.

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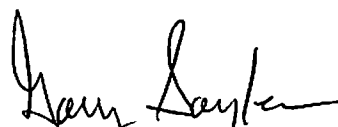
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Completion of prescribed training will be documented and filed in military or civilian personnel records. EODASH training will include a personal greeting by the Commanding General (CG), or a Deputy Commanding General or delegated representative when the CG is not available. POSH training will consist of a review of the pertinent IDNG policies, a review of the complaint processes, discussion on what behaviors constitute harassment, sexual harassment, and discrimination, and how to prevent them.

5. Idaho Air and Army Equal Opportunity (EO) Officers are tasked with the responsibility to schedule and convene prescribed training for all traditional Idaho National Guard military personnel. EO training programs and briefings will be reviewed with the State Equal Employment Manager prior to implementation. Completion of required EO training and briefings will be documented and filed appropriately. Idaho National Guard Military EO offices will provide assistance to organizations that have yearly EO briefing requirements. Those organizations will coordinate their requirements with the applicable IDARNG and IDANG Military Equal Opportunity Office.

6. I expect all personnel in the Idaho Military Division to support a continuing commitment to the following programs: Military Equal Opportunity (Air/Army) Programs, Federal Equal Employment Opportunity Program, and State Equal Employment Opportunity Program.

7. Address any questions regarding this policy through your chain of command to the State Equal Employment Manager (SEEM), Mrs. Gayle Hinrichs, at 4794 Farman St., Bldg 441, Gowen Field, Boise, ID 83705-8112. You may reach the SEEM via phone at (208) 422-4210 or email at [gayle.hinrichs@id.ngb.army.mil](mailto:gayle.hinrichs@id.ngb.army.mil)



GARY E. SAYLER  
Major General  
Commanding General

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